

Monthly PTA Meeting Minutes

Date: 6th November 2018

Venue: Staff room

Present: Donna Cooper, Miriam Nicholson, Sue Castle, Kelly Charles, Toby Green, Kirsty Mackie, Andrea Wicks

Apologies: Keri Bradley, Sarah Bridges, Louise Matthews

Agenda:

1. Minutes of last meeting and matters arising
2. Sponsored Walk review
3. Quiz Night
4. Night Walk
5. Christmas Fayre
6. Finance
7. AOB

1. Minutes of last meeting and matters arising

- a. Table top sale – decision to pass over stock to Sue for Present Room/Tombola/Lucky Dip for Christmas Fayre **Action KC/SC**
- b. Usborne Books/Sponsored Read – Carried forward.
Note: Talk to Keri Bradley when programmed in. **Action AW/KB**
- c. Risk Assessment **COMPLETED**
- d. Reusable plastic cups **COMPLETED**
- e. GDPR – private policy updated and on School Website **COMPLETED**
- f. Circus – decided too much effort and little reward/high risk **COMPLETED**
- g. Bingo date – carried forward **Action DC**
- h. Family camp crib sheets/other crib sheets **Action KC/DC**
- i. Supermarket Sponsorship
- j. Kier Construction – no connections so unable to pursue **COMPLETED**
- k. School spending priorities and requests **Action DC/LS**
- l. Google Drive communication to team **Action DC**

2. Quiz Night – Friday 9th November **Lead Donna Cooper**

- a. Bookings very good 55 for curry plus 3 others
- b. Email sent to open to others with no curry option at £7.00 per person
- c. Offers of help received to set up **Action DC**

3. Night Walk – Friday 16th November **Lead Donna Cooper**

- a. Help still needed
- b. Possible hot food
- c. Cardboard needed for the floor **Action TG**

4. Christmas Fayre – Saturday 1st December 12pm-3pm

- a. Banner to go up outside school Friday **Action DC/KC**
- b. Santa outfit to be cleaned **Action KC**
- c. £1 entry, kids free, grotto £2.50, poster to be made **COMPLETED**
- d. Grotto presents to be wrapped. Class reps to ask for help. Sue/Kirsty/Miriam to do some at home **Action AW**
- e. Grotto – Amy/Sarah – help needed **Action AW**
- f. Santa tickets – Kelly to liaise with Sarah **Action KC**
- g. Present room – Sue/Kirsty **Action SC/KM**

- h. Tombola – Lisa Wood no help needed
- i. Food – Michaela no help needed
- j. Games Room – Year 5. Sue offered some tubs of sweets for use here.
- k. Teddy stall – being washed and set up by Louise Gilbert – no help needed.
- l. Outside stalls – Kelly
- m. Hall tables and chairs – Donna to see if Amelia’s sister will dress as previous **Action DC**
- n. Volunteers – Kelly and Sue to repeat last years’ playground recruitment **Action KC/SC**

5. Finance

- a. Previously received £900 from Co-op fund, further £3600 received in lieu of School’s pending charity status. Funds transferred to school.
- b. £43 received from commission of sale of Stikins.
- c. Miriam confirmed previous years commission from sale of Christmas cards
2015 £151
2016 £217
We are therefore on target with orders closing today with approximately £187 so far.
Options discussed for next year, Andrea has agreed to lead.

6. AOB

- a. All agreed it would be a good idea to have a Comms Rep to be responsible for advertising pre and post event information on Facebook etc. Andrea to approach class reps **Action AW**
- b. All agreed to fund the children’s Christmas lunch. Balloons/squash and crackers to be purchased. PTA have funded the all school Pantomime as the present from Father Christmas. **Action SC**
- c. Toby advised that Glenda and Mrs Joseph attended the Carnival Committee meeting and did a presentation on what winning the overall float competition meant to the school and also received the school’s share of the profits with a cheque of £100. Next Carnival theme is ‘2020 Vision & Sound’.
- d. Toby put forward some further fund-raising ideas:
 - a community event ‘Scarecrow Trail’. Kirsty advised she had seen something around this idea already, possibly from Hatch Ride School. Kirsty will feedback with possible idea of trying to share with Hatch Ride. **Action KM**
 - second hand uniform sale – Kelly to approach school **Action KC**
 - Give a child a £1.00 and make it grow – to be discusses further at next meeting **C/F**

Next Meeting: TBC